

RIBBIT TABLE OF CONTENTS

Fundamentals of FFIS

 <u>Overview of FFIS</u>	6-7
 <u>Roles and Responsibilities</u>	7-8
 <u>FFIS ACCS</u>	8
 <u>Defining Fiscal Year</u>	8
 <u>Defining Budget Fiscal Year</u>	8
 <u>Sign on and Login</u>	9-14
 <u>NFC Password Life Expectancy</u>	14

Documents

 <u>Budget Execution</u>	16-17
 <u>Documents –Direct Entered</u>	18
 <u>Command, Status Codes and Errors</u>	19-20
 <u>Document Types</u>	20-22
 <u>Document ID's</u>	22
 <u>ARS Spending Documents Numbering Scheme</u>	23-25
 <u>Budget Execution Clone Document (BL) for Allotments</u>	26-28
 <u>Standard Voucher Document (B2)</u>	28-32
 <u>Indirect Program Support Costs (IPSC)</u>	33
 <u>YE Documents</u>	34-36
 <u>Carry Forward Balances for NO Year Funds</u>	37
 <u>Budget Requirements for Closed Appropriation</u>	37
 <u>Accounting Adjustments</u>	38
 <u>Sale of Assets</u>	38

Tables

 <u>Reference Tables</u>	41
 <u>Inquiry Tables</u>	41
 <u>Data Entry Tables</u>	42
 <u>Navigating through Tables</u>	43
 <u>Table Maintenance Responsibilities</u>	44
 <u>Frequently Used Tables</u>	44
 <u>Entering Accounting Codes in FFIS</u>	45-50
 <u>Commonly Used FFIS Table</u>	50-52

Feeder System (Feeder Interface)

 <u>Payroll</u>	54
 <u>Travel and Transportation</u>	54
 <u>PCMS/FFIS Interface</u>	54-55
 <u>Researching Spending Documents</u>	55-57

 <u>SUSF Management</u>	
 <u>Document Suspense File Table (SUSF)</u>	59-62
 <u>SECI Codes used in the ARS FFIS Application</u>	62
 <u>Types of Errors</u>	63
 <u>ERRG Table</u>	63
 <u>Common Errors</u>	63
 <u>Feeder Document Rejects in SUSF</u>	64
 <u>PCMS Errors</u>	64
 <u>Potential PRCH Errors</u>	65
 <u>Potential TRVL Errors</u>	65

 <u>Vendors</u>	
 <u>What is a Vendor ID?</u>	67
 <u>Who has Access to add a Vendor?</u>	67
 <u>When to Search for Vendors</u>	67
 <u>Searching for Vendors by Name</u>	68
 <u>Preferred Method for Vendor Searches</u>	68
 <u>Research Vendor Information</u>	69-70
 <u>Wire Transfer</u>	71

 <u>BRIO Reports</u>	
 <u>Logon</u>	73-75
 <u>TDL</u>	76-83
 <u>PDL</u>	84-90
 <u>OCR</u>	91-96
 <u>Open Item Summary Report</u>	97-102
 <u>PCMS</u>	103-109
 <u>BL History</u>	110-116
 <u>Contract & Agreements</u>	117-120

<u>Agreements</u>	
 <u>Billings and Collections Flow Chart</u>	122
 <u>MWA Collection Process in FFIS</u>	123
 <u>Closeouts</u>	124
 <u>Common Agreement Numbers (CAN)</u>	125-128
 <u>Billings and Collections Process for Incoming Reimbursable Funds</u>	129
 <u>Types of Agreements and Billing Procedures</u>	129-133
 <u>Instructions for Completion of Internet Billing Form (IBIL) Federal</u>	134-136
 <u>Debtor/Paying Agency Accounting Requirements</u>	137-138
 <u>Instructions for Completion of Internet Billing Form (IBIL) Non-Federal</u>	139-140
 <u>Specific Cooperative Agreements (SCA)</u>	141-143
 <u>Instructions for Completion of ARS-324 – Transmittal of Reimbursable and</u>	
• <u>Trust Fund Agreements</u>	144-146

Salary Lapse 148

Year End Closeout Activities 150-152

Index

